

REFERENCE CHART for CHANGES to the
More at Four Pre-Kindergarten Program Guidelines and Requirements
Revised and New Guidelines Effective SFY 2007-2008

SECTION	PAGE	R = REVISION; N = NEW; NC = NO CHANGE
Table of Contents		
Section 6	Table of Contents	(R) Revised topics and page references
Section 1: Introduction		
	1-1	(R) The five domains, as reflected in <i>Foundations: ... are: ...</i>
Section 2: The County/Region More at Four Committee Composition and Guidelines		
B. Membership	2-2	(R) Committee membership must be kept current in the online plan, and should consist of the following:
	2-2	(R) 2. The following representatives are also strongly encouraged: <ul style="list-style-type: none"> a. (N) public schools exceptional children's director or exceptional children's preschool coordinator, d., e., f., representative(s) g.. military representative
C. Committee Authority	2-2	(R) The County/Region More at Four Committee...is authorized to do the following (items 1-14).
<u>Actions Requiring Full Committee Approval</u>	2-3	(R) Items 3 through 10 require committee approval but do <u>not</u> require the signature of all committee...
	2-3	(N) 3. Approve distribution of start-up funding.
<u>Changes ... Not Requiring the Full Committee</u>	2-3	(R) This section was renumbered 11-14.
<u>Additional Functions</u>	2-3	(R) The committee should serve...
	2-4	(R/N) 6. identifying and using community resources to develop: <ul style="list-style-type: none"> o transportation plans for More at Four families and children o (N) transition plans ... o (N) health assessment plans, as well as access to child care health consultants, health insurance and a medical home for More at Four families and children.
<u>Reporting Program Progress</u>	2-4	(R) Reporting, at a minimum, should occur by May 31 st ...
Section 3: The More at Four Child		
A. More at Four Child Enrollment Eligibility	3-1	(R) - Table 1- 75 Percent State Median Income, based on August 1, 2007 North Carolina Subsidized Child Care Eligibility Limits
<u>Eligibility for Families above 75% of the State Median Income (SMI)</u>	3-2	(R) Chronic Health Condition as indicated by...e.g, asthma, childhood obesity, sickle cell anemia, cancer, HIV;
	3-2	(R) Table 2 – Income Eligibility Levels More at Four 2007-2008. Based on 2007 Federal Poverty Levels
<u>Eligibility for Children in Military Families</u>		(N) DEFINED.
B. Service Priority Status	3-3	(R) 1. Unserved Children (R) 2. Underserved Children

		<i>Both of these categories have revised wording throughout.</i>
More at Four Pre-Kindergarten Program Eligibility/Enrollment Scorecard	3-4	(R) Effective August 6, 2007 <i>Eligibility and steps for determining eligibility changed on scorecard to align with changes in guidelines, including eligibility for children in military families. NOTE that Table A has an additional line item.</i>
C. Child Information and Documentation	3-5	(R) Definitions and Recommended Documentation for Verification: Parent, guardian or caregiver statement substantiated by parent, guardian or caregiver signature is required for income, family size, kinship and employment.
	3-5	(R) Family Income - To convert ... multiply weekly by 4.3 to obtain monthly, then by 12 for annual.)
	3-5	(N) Military Status – Parent, guardian or caregiver statement.
Section 4: The More at Four Site		
A. Facility Licensing Requirements B. Service Delivery <u>Program Attendance Policy</u> <u>See also Budget and Contract Manual, August 2007</u> <u>Attendance Requirement for Payment Purposes</u> <u>See also Budget and Contract Manual, August 2007</u>	4-1	(R) ...More at Four classrooms may be placed in ... public and nonpublic schools. Nonpublic schools are defined as private for-profit child care centers, not-for-profit child care centers, and Head Start programs operated by nonprofit organizations . Public schools are defined as public pre-kindergarten programs and Head Start programs operated by public schools .
	4-1 – 4-2	(NC) 1. Child attendance ... (R) 2. A child may be considered in attendance and recorded as present in MAFKids when: a. He/she is present for the majority of 6-61/2 hour More at Four program day. b. A home/community setting visit is conducted to meet with the child/family for initial program orientation and/or educational purposes (written documentation required).
	4-2	(R) A child slot will be considered filled for payment purposes with four recorded attendance days within one month. (R) A child slot will be considered filled for payment purposes with one recorded attendance day within one month in the following situations: 1. First and last month of classroom operation (limited attendance days available). The State Office will automatically apply (no exception necessary). 2. Child enrolled at/near the end of month (limited attendance days available). The State Office will automatically apply (no exception necessary). 3. Special circumstances warrant an exception: e.g., child involved in debilitating accident or has prolonged illness limiting on-site More at Four participation. Exception requests must be made in writing by the Contract Administrator and submitted to the Chief of Budget and Analysis, Office of School Readiness, for consideration and approval. Decisions will be made on a case-by-case basis. (N) If a child is served at two different sites within the same month and meets the attendance requirement for payment

<p>C. Program Fees Transportation Plan and Fees</p>	<p>4-3</p>	<p>purposes for both, payment may be made to each site serving the child. Payment will not exceed the number of slots in the approved plan for a contractor.</p> <p>Contractors receive monthly payments for filled slots by submitting a <i>Request for Payment (M@4-1 Rev 7/07)</i>. The OSR State Office will review the Contractor's request verifying accuracy and conformance to the Plan before payment is made.</p> <p>(R) <u>Plan</u>. ... maintain a written record of what was decided.</p>
<p>Section 5: The More at Four Classroom</p>		
<p>B. Child Health Assessments</p> <p><u>Health Assessment Plan</u></p> <p>C. Access to Health Insurance and Medical Home</p>	<p>5-2</p> <p>5-2</p> <p>5-3</p>	<p>(R) Kindergarten Health Assessment Report (Form #PPS-2K Rev. <u>1/07</u>).</p> <p>(R) Local programs are encouraged to work with ... child care health consultants, and other ...</p> <p>(R) Local programs are encouraged ... for their child. At a minimum, programs will give families information about the Health Check and NC Health Choice health insurance programs and about the importance of a medical home. The More at Four Contractor will ensure that this information is available for all families of children served by More at Four. The information may be distributed: 1) at a county wide event; 2) at the site level; and/or 3) directly to families. In addition, programs may also choose to give families a list of local primary health care providers.</p>
<p>Section 6: The More at Staff</p>		
<p>A. Administrator Requirements</p> <p>C. Teacher Requirements</p> <p>D. Teacher Assistant Requirements</p> <p>E. Substitute Staff</p>	<p>6-1</p> <p>6-2 – 6-4</p> <p>6-2</p> <p>6-2</p>	<p>(R) 2. Nonpublic Schools (Private Child Care/Pre-Kindergarten Settings)</p> <p>(R) <i>There are changes throughout this section, and the section on Teacher Assistant Requirements, that incorporate the following new language:</i> B-K Standard Professional I licensure B-K Standard Professional II licensure Lateral Entry License</p> <p><i>The term credential has, in general, been replaced or added to with the terms education and license.</i></p> <p><i>Contractors, subcontractors, administrators, teachers and assistants are strongly encouraged to review this entire section for changes.</i></p> <p>Related fields include human development/family studies and psychology. or (iii) Another NC or other state's license (and a Provisional B-K license and be working toward B-K Standard Professional I or Preschool Add-on Licensure.</p> <p>(N) Teachers granted initial licensure through the Office of School Readiness Teacher Licensure Unit (OSR/TLU) (e.g., Lateral Entry, Provisional B-K, or B-K Standard Professional I (SP I) licensure are subject to the North Carolina State Board of Education (SBE) Teacher Licensure Policy. Initially licensed teachers who work in nonpublic school More at Four classrooms should work through the OSR/TLU to complete the requirements of the Lateral Entry Teacher Program (LETP) and</p>

		the Beginning Teacher Support Program (BTSP), to obtain the B-K Standard Professional II (SP II) license.
	6-4	(R) (ii) Long-term vacancies - ... in a related field (child development, early childhood education, elementary education, human development and family studies, or psychology).
	6-4	(R) b. Teacher Assistant Substitutes The LEA (Local Education Agency) is <u>encouraged</u> to share substitute teacher lists with local child care and Head Start programs providing More at Four services, and other nonpublic schools are encouraged to share their substitute teacher lists with the public schools.
F. Compensation for Instructional Staff	6-4	<u>Teacher Eligibility</u> (R) 2. Teachers who work in nonpublic school More at Four pre-k programs and currently hold one of the following licenses are eligible to receive a compensation package as defined in Table 3. a., b., c., d. are a NEW LIST OF LICENSES. (NC) Table 3 based on 2005-2006 NC State Teacher's Salary Schedule (R) Title revised - Table 3. Compensation Packages ... B-K Licensure, Pre-school Add-on Licensure, Lateral Entry , or Provisional B-K Licensure
Table 3 - Teachers	6-6	(R) 4. Compensation scale assumes... (1,440 hours: includes 6-6 ½ hours direct child contact, plus related instructional planning, home visits, family conferences, professional development activities – See Section 6. b).
	6-6	(N) 7. <u>Lateral Entry (B-K) Licensure</u> – DEFINED. (N) 8. <u>Provisional B-K Licensure</u> – DEFINED. (N) 9. <u>Teaching Experience</u> – DEFINED.
Table 4 – Teacher Assistants	6-7	(NC) Table 4 based on 2005-2006 Non-certified Personnel Salary Schedule
	6-7	(N) 6. <u>Teaching Experience</u> – DEFINED.
H. Professional Development for More at Four Staff <u>State Level</u>	6-8	(R) The More at Four Pre-K State Program ... to the extent feasible and that funds are available. Contractors, subcontractors – including principals and directors – and classroom staff may be required to participate in professional development specified by the Office of School Readiness.
	6-8	(N) Teachers with Lateral Entry, Provisional B-K, or B-K Standard Professional I licensure are subject to the North Carolina State Board of Education (SBE) Teacher Licensure Policy and procedures, which requires teachers to participate in other orientation, training, and ongoing professional development activities. 1. <u>Public Schools</u> . Lateral entry teachers working in a public school More at Four classrooms will follow the Local Education Agency's (LEA) professional development plan. 2. <u>Nonpublic Schools</u> . Lateral entry teachers in nonpublic More at Four classrooms who are participating in the Lateral

<u>Local Level</u>	6-8 – 6-9	<p>Entry Teacher Program (LETP) and the Beginning Teacher Support Program (BTSP) will follow the Office of School Readiness-Teacher Licensure Unit (TLU) professional development plan.</p> <p>(R) Local professional development opportunities for More at Four teachers, teacher assistants, and administrators should, at a minimum, include (to the extent feasible and that funds are available):</p> <ol style="list-style-type: none"> 1. Orientation session for new teachers, assistants, and administrators that provides an overview ... 2. Ongoing professional development by qualified presenters and based on the needs of the staff and, at a minimum, address the following topics: <ul style="list-style-type: none"> • <i>FIVE BULLETED CATEGORIES LISTED.</i> 3. (N) Up to five of the 180 More at Four service days may be used for county/region sponsored professional development, ... <p>Such professional development may supplement similar offerings by the NC Office of School Readiness.</p>
Section 7: Evaluation and Monitoring		
A. ECERS-R Assessments	7-1	(R) Item 4 deleted (Classrooms in operation prior to...)
B. Reported Child Abuse and Neglect Investigations	7-2	<p>(R) The NC Division of Child Development will notify the NC Office of School Readiness anytime there is an open abuse and neglect investigation occurring in a More at Four site.</p> <p>The More at Four Pre-K site in question may continue operating the More at Four classroom until the investigation and resolution are completed. If the allegation of abuse and/or neglect is...</p>
C. Program and Fiscal Monitoring of Local More at Four Pre-K Programs <u>Program and Fiscal Monitoring Responsibilities</u>	7-2	(R) 1. <u>Monitoring Tools</u> : c. Contractor and Site Tools are organized ... (source column), and “Yes, No, N/A , and Plan” ...
Site Administrator Level	7-3	(R) 4. By November 30th of the program year ... If a site or classroom becomes a More at Four site or classroom after October 1, a Site Tool should be completed and submitted to the local contractor within 90 days ...
Local Contractor Level	7-4	<p>(R) 2. c. ... visits will occur ... February through April...</p> <p>(R) 2.d. No later than February 28th ...</p> <p>(R) 2. e. By May 15, Sections E ...</p> <p>(R) 3. Results are reported ... May 1st of the program year.</p>
State Level	7-4	<p>(R) 1. ... February through April...</p> <p>(R) 2. a. ... monitoring tools (“Yes, No, N/A, Plan”) ...evidence to support the “Yes, No, N/A, Plan”</p> <p>(R) 2. b. Confirm ...to the state office by May 15.</p> <p>(R) 3. By May 31...More at Four State Program personnel...</p>
Monitoring Timeline	7-5	<p>(R) By November 30</p> <p>(R) November – February</p> <p>(R) By February 28</p> <p>(R) February-April</p> <p>(R) By May 15</p> <p>(R) By May 31</p>
Section 8: Index	8-1	(R) Revised topics and page references